



Thank you for booking a field trip to the **International Spy Museum (SPY)** – we are looking forward to welcoming your group to the Museum! Below are some tips and reminders that will help you prepare for a successful trip to SPY.

AFTER BOOKING YOUR VISIT:

- Read over the contract to ensure that all information is correct – including the date, arrival time, number of guests (*teachers, chaperones, and students*), and schedule (*including student workshop*).

AT LEAST TWO WEEKS BEFORE YOUR VISIT:

- Confirm schedule and final head count with SPY. Please remember you are required to have 1 adult teacher/chaperone for every 10 students to visit SPY.
- Make final payment by calling **202.654.0943** or emailing **groupres@spymuseum.org**.

1 DAY BEFORE YOUR VISIT:

- Review with students the rules and expectations while visiting SPY. (*see next page*)
- Confirm trip with chaperones. If you arrive with too few chaperones day of, we may not be able to accommodate your group.
- Provide chaperones with the **Chaperone Guide** (*on website*) and provide them with their list of students and visit schedule.

DAY OF VISIT:

- Make sure all students and chaperones know which group they are assigned to.
- Please provide all chaperones with your visit schedule.
- Please be on time for your visit and plan to **arrive/check in 15 minutes prior** to your scheduled entry time.
- If you are running late, please contact SPY immediately by:

Text: 502.791.5779

Email: arrival@spymuseum.org

The Museum will make every effort to work with you in adjusting your arrival time due to unforeseen circumstances but cannot be guaranteed.

WHEN YOU ARRIVE:

- Communicate with your bus driver that the designated bus area in front of SPY is for drop-off/pickup only and NOT for parking.
- Have the lead teacher enter the Museum through the Main Entrance and check-in at the "Group Check-In Desk."
- All students and chaperones should gather at the covered plaza on the south-side of the Museum (*away from the National Mall*) at the Group Entrance doors.
- After the lead teacher checks in, a SPY staff member will greet the group outside and go over the rules/expectations and answer any questions.
- Your group will then be escorted into the Museum at your scheduled entry time.





TIPS and THINGS TO REMEMBER:

■ CHAPERONES:

SPY requires 1 adult chaperone for every 10 students. Provide each chaperone with the **Chaperone Guide** (on website) and go over your group's schedule, rules, and expectations prior to the trip.

■ EXHIBITS:

The main exhibition is located on the 5th and 4th floor. Your visit will start on the 5th floor and conclude on the 4th floor, exiting into the SPY Store on the lobby level. We usually recommend 1.5 – 2 hours in the exhibits since there is so much to see and do!

■ RULES:

No eating, drinking (except bottled water) or chewing gum is allowed in the exhibits.

■ PHOTOGRAPHY/VIDEOS:

Flash photography and videos are not allowed (non-flash photography is encouraged!).

■ ACCESSIBILITY:

SPY is committed to providing a quality experience for all guests. Please visit our **website** for more information and resources.

■ STUDENT WORKSHOPS:

If you have added a student workshop to your visit, it will take place in the Learning Center on the 2nd floor. It is important to be on time for your scheduled workshop.

■ BACKPACKS:

While backpacks are allowed in the Museum, we find it easier if students leave them at home or on the bus.

■ LUNCH:

While eating and drinking is not allowed inside SPY, there are plenty of outdoor spaces for students to eat lunch, as well as the L'Enfant Plaza food court directly below the Museum.

■ REENTRY INTO THE MUSEUM:

Due to capacity, groups are unable to reenter the Museum exhibits after leaving for lunch, student workshop, etc.

■ UNDERCOVER MISSION:

Undercover Mission is an optional experience that is included with Museum admission. Using cutting-edge technology to track your performance at interactives throughout the exhibits, *Undercover Mission* allows you to take on a cover identity and test your spy skills. You will be provided a debrief upon conclusion and access to our website portal where you can receive your full debrief and photos!

⚠ You and your students should explore the secret history of history, test your tradecraft skills, and NOT blow your cover!

